

# Lummi Nation School

Educational Excellence for the Future



2334 Lummi View Drive / Bellingham, WA 98226

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*'Working together as one to Preserve, Promote and Protect our Sche Lang en'*

## **JOB ANNOUNCEMENT** **JOB TITLE:** Grounds Keeper

**OPEN:** May 8, 2023

**EXEMPT:** No

**SALARY:** (6) \$17.47- \$19.68/hr. DOE

**SHIFT:** Day

**LOCATION:** Lummi Nation School

**DURATION:** Regular Full Time

**CLOSES:** May 22, 2023

**JOB CODE:**

**DIVISION:** Education

**DEPARTMENT:** Education

**SUPERVISOR:** O & M Director

**VACANCIES:** 1

**JOB SUMMARY:** Under the supervision of the O & M Director, the grounds keeper is responsible for the up-keep, maintenance and security of the designated Lummi Nation School buildings, grounds, and landscape.

**ESSENTIAL JOB DUTIES AND RESPONSIBILITIES** include the following, and other related duties as assigned.

1. Knowledge of machines and tools, including their designs, uses, repair, and maintenance.
2. Care for established lawns by mulching, aerating, weeding, grubbing and removing thatch, and trimming and edging around flower beds, walks, and walls.
3. Mix and spray or spread fertilizers, herbicides, or insecticides onto grass, shrubs, and trees, using hand or automatic sprayers or spreaders.
4. Assure all chemicals, fertilizers, herbicides, and insecticides are safe for a K-12 facility
5. Mow, rake, and edge lawns, using power mowers and edgers as needed
6. Plant seeds, bulbs, foliage, flowering plants, grass, ground covers, trees, and shrubs, and apply mulch for protection, using gardening tools
7. Attach wires from planted trees to support stakes
8. Winterize all landscape area on a yearly basis
9. Decorate gardens with stones and plants
10. Prune and weed all flower beds and landscape areas
11. Assure all school grounds and facilities are free of insects, rodents, and pests
12. Provide snow and ice removal during inclement weather situations when needed
13. Ensure walkways are clear of debris — sweep and blow and needed
14. Spread fertilizer, herbicide, pesticide, prep football field, baseball field and maintain track
15. On a daily basis, pick up and dispose of any debris in and outside of the facilities
16. Inspect and clean gutters, downspouts, and storm drains
17. Inspect and maintain playgrounds and playground equipment daily to ensure the grounds and equipment is safe for students use
18. Upkeep of the outside bleacher area, check for maintenance repairs
19. Assist in data collection for BIA data system (currently FMIS) - i.e., ground keeping equipment inventory

### **MINIMUM QUALIFICATIONS:**

- High School Diploma or GED

- Six (6) months of experience in the following: ground maintenance, landscape needs, equipment use, design, seasonal needs, and material use.
- Must possess a valid Washington State Driver's license and meet eligibility requirements for tribal insurance.
- Lummi/Native American/Veteran preference policy applies.

**KNOWLEDGE, ABILITIES AND SKILLS:**

- Must have excellent interpersonal skills.
- Maintain high professionalism in regards to student confidentiality
- Ability to be willing to work a flexible work schedule
- Must prioritize and work well under pressure; ability to multi-task in a fast pace working environment
- Must be able to work both independently and as team player using a high degree of good Judgment
- Ability to organize, set priorities, meet deadlines, attend to detail, and follow through on a variety of assigned tasks
- Knowledge of chemical safety guidelines, school safety and emergency procedures
- Knowledge and capability to assist with LNS emergencies and drills (i.e. — fire, earthquake, lockdown drills)
- Knowledge of how to properly mix and use cleaning chemicals safely
- Knowledge of how to properly utilize, maintain and provide minor repairs to landscape Equipment
- Ability and willingness to cross train with other O&M staff to gain professional knowledge and expertise with regard to each staff's specific area
- Ability and willingness to cover and perform duties of other LNS O&M staff when needed and directed

**REQUIREMENTS:**

- Must pass pre-employment and random drug and alcohol test to be eligible for and maintain employment, as required by the LIBC Drug & Alcohol Free Workplace Policy.
- This position requires regular contact with or Control over Indian Children and is therefore subject to an extensive Criminal Background Check and CAMIS Check with Washington State Patrol and Federal Bureau of investigation Fingerprint Clearance.
- Proof of U.S. Citizenship.
- Must be fully vaccinated for COVID-19 including two (2) doses of a 2-dose series, or one (1) dose of a 1-dose series, plus 14 days beyond the final dose prior to the start date.

**TO APPLY:**

To obtain a Lummi Indian Business Council (LIBC) application go to: <https://www.lummi-nsn.gov/widgets/JobsNow.php> or request by e-mail [libchr@lummi-nsn.gov](mailto:libchr@lummi-nsn.gov) For more information contact the HR front desk (360) 312-2023. Submit LIBC application, cover letter, resume & reference letters no later than 4:30 p.m. on the closing date listed above. If listing degrees or certifications include copies. Mailing Address: 2665 Kwina Road, Bellingham, WA 98226. Human Resource Fax number: 360-380-6991.